



CITY OF FLAGSTAFF

ON-CALL PROFESSIONAL CONSULTING SERVICES RSOQ #2010-32 Pre Statement Meeting

Important Deadlines & Information:

New Deadline Date: **June 2, 2010**

Last Day for Questions has been changed to **May 19, 2010**

Tentative Scheduled Council Meeting Date: **August 3, 2010**

Follow Instructions Closely, if detail is asked for give us detail

Size is limited to **Ten (10)** pages

Please provide Six (6) copies of each discipline

Turn in acknowledgement to keep abreast of changes.

Question and Answer:

1. **Question:** Surveying – no RLS Engineering Section

Answer: *Don't know at this time not important not looking for engineering supply survey package listing subs. Minor survey with engineering, survey involved estimate on-call task.*

2. **Question:** Couple of time asked for clarification in reference to prime and subs

Answer: *Part of Engineering, geo-tech, prime and sub, will get back to you*

3. **Question:** May we put more than one section answer on a page, how does that work with the tabs?

Answer: We need each section tabbed so we can review without searching. You may put more than one answer on a page but identify it on the tab.

4. **Question:** Are the surveys of property actual?

Answer: Depends on acquisition but normally it is a physical survey.

5. **Question:** How many references per discipline , in regards for request for resume should be attached and are they part of the page count?

Answer: Three (3), yes it would be part of the ten pages

- 6. Question:** In the Engineering Services are we limited to submit ten pages?
It is not realistic due to twenty disciplines.
Answer: Yes, you are limited to ten pages.
The five sections require tabs, and you should be able to cover all disciplines. *Let me give it some thought*
- 7. Question:** For any and all services we would have to team up – engineering portion there are twenty sub categories... if a firm doesn't specialize could they provide a list of subs for the services?
Answer: *Yes, you would provide a list of subs. I will get a final reading in reference to teaming up.*
- 8. Question:** What if we can do all? How would we separate under GEO, most companies typically do one?
Answer: *Talk with City Engineer*
- 9. Question:** What are the projects the City is looking at and what is the time frame?
Answer: There is nothing specific at this time. Usually there is a variety of projects. This is possibly a multi year award and I am not able to project the projects for the next five years.
- 10. Question:** On page seven (7), section two (2), items B and D. Discuss firms ability to provide "full range of services" for contract submitted... and "Detail relevant experience...". Could you consider changing the page count due to this item.
Answer: The City needs to know all subs, everyone needs to be listed with experience. *Will get definite answer; maybe not count the subs in the total page count*
- 11. Question:** It doesn't state that a landscape architect has to be registered please clarify. Page 15 Section 1.1.2
Answer: It states "may be required". *I will get a clarification*
- 12. Question:** Is there a dollar limit on a task order?
Answer: Not at this time, this is an internal process that we are working on. There is a total dollar amount of \$250,000 per year.
- 13. Question:** Is the City going to direct us to use certain subs?
Answer: No, we do not tell you what subs to use.
- 14. Question:** Is the table of contents part of the page count?
Answer: No, tabs and the table of contents are not part of the page count. The page count is for selling your company.

15. Question: If our company is chosen for On-Call Consulting Services are we disqualified for other solicitations?

Answer: No, each solicitation is evaluated separately.

16. Question: Does the City respond to surveys in reference to a vendors past performance? The City of Phoenix will not respond.

Answer: Yes, the City would respond. If you have concerns you need to contact your references and give them a heads up.

NOTE: Questions will be aggregated and answered on the accompanying addendum. Addendum answers supersede answers in this document from Pre-Statement meeting.